UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

28 November 2018

Emma Best
MuckRock News, Dept. MR~~56255~~ 56712
411A Highland Avenue
Somerville, MA 02144

Subject: FOIA Tracking # 2019-00906

Dear Ms. Best:

This letter is in response to records we received from the National Archives and Records Administration (NARA) on October 30, 2018. You initially filed a request for records from NARA regarding copies of all drafted, submitted or received SF-716 forms produced from January 1, 2001 to December 31, 2017. The National Archives and Records Administration discovered records that belonged to OPM and requested that OPM review those records for a direct response to you.

After a thorough review of those records, we are releasing thirty-two (32) documents in full with no redactions.

You have the right to appeal this determination. Should you wish to do so, pursuant to 5 CFR 294.110, you must send a copy of your initial request, a copy of the letter denying the request, and a statement as to why you believe the denying official erred within 90 days from the date of this letter to:

U.S. Office of Personnel Management
Office of General Counsel
1900 E Street, NW
Washington, DC 20415

Both the front of the envelope and the first page of your letter should be marked "FOIA Appeal."

The Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and federal agencies as a non-exclusive alternative to litigation. You may contact OGIS in any of the following ways:
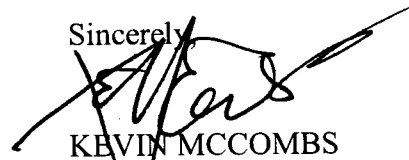
The U.S. National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road - OGIS
College Park, MD 20740-6001

Telephone: 202-741-5770 or 1-877-684-6448
Fax: 202-741-5769OGIS
Email: ogis@nara.gov

You may also seek additional assistance from OPM's Public Liaison. The OPM FOIA Public Liaison can be reached as follows:

Email: foia@opm.gov
Telephone Hotline: 202-606-1153

Sincerely,

KEVIN MCCOMBS
Director
Security Services

In Reply Refer To: Your Reference

MAR 2 0 2002
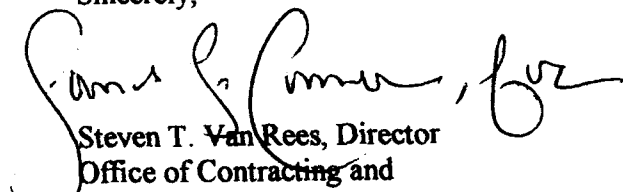
•   •

Ms. Laura L. S. Kimberly
Acting Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Ms. Kimberly:

I have enclosed the Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities". As requested, the report contains our estimated costs for Fiscal Years 2001 through 2003.

If you have any questions concerning this report, please contact Mr. Gary Jacobs, Team Leader, Security and Customer Service Team, on (202) 606-2007.

Sincerely,

Steven T. Van Rees, Director
Office of Contracting and
Administrative Services

Enclosure

CON 114-24-3
July 1995

Rec'd 3/26/02

2003 Security Costs Estimates Display

Name of Department/Agency: United States Office of Personnel Management

Reporting Categories	FY2001 (Est. in $000s)	FY 2002 (Est. in $000s)	FY 2003 (Est. in $000s)
1. Personnel Security	$14	$14	$110
2. Physical Security	1	1	6
3. Information Security (sum of a,b & c below)	1	1	124
a. Classification Management	1	1	1
b. Declassification			
c. Information Technology			123
4. Professional Education, Training and Awareness	1	1	5
5. Security Management, Oversight and Planning	1	1	1
6. Unique Items			
Totals: Fiscal Year Estimates	~~$19~~ 18	$19	$370
Totals: Full-Time Equivalents (FTE)	Less than 1	Less than 1	1 FTE

Narrative: OPM's cost estimates have increased significantly for FY 2003. The changes are the result of an administration change, increase in the number of personnel with security clearance, increase in classification storage capability, and Information Technology costs associated with storage/transmission of classified information.

2004 Security Costs Estimates Display

Name of Department/Agency: US Office of Personnel Management

Reporting Categories	FY 2002 (Est. in $000s)	FY 2003 (Est. in $000s)	FY 2004 (Est. in $000s)
1. Personnel Security	681,000 -0-	-0-	-0-
2. Physical Security	1	6	6.6
3. Information Security (Sum of a,b & c below)	-0-	-0-	-0-
a. *Classification Management*			
b. *Declassification*			
c. *Information Technology (Electronic Security)*			
4. Professional Education, Training and Awareness	1	5	5
5. Security Management, Oversight and Planning	1	1	2.3
6. Unique Items	-0-	-0-	-0-
Totals: Fiscal Year Estimates			
Totals: Full-Time Equivalents (FTE)			

684,000

NARRATIVE:

In Reply Refer To: Your Reference:

April 26, 2004

Ms. Laura L. S. Kimberly
Associate Director for Policy
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
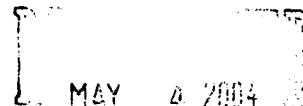Washington, DC 20408

Dear Ms. Kimberly:

I have enclosed the Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities".

As requested, the report contains our estimated costs for FY 2003 through FY 2005. If you have any questions, please contact Ms. Urline M. Richardson, my Information Security Specialist at (202) 606-1165.

Sincerely,

Thomas L. Forman
Deputy Associate Director
Center for Security and Emergency Actions

Enclosure

MAY   4 2004

B r.

2005 Security Costs Estimates Display

Name of Department/Agency: U.S. Office of Personnel Management

Reporting Categories	FY 2003 (Est. in $000s)	FY 2004 (Est. in $000s)	FY 2005 (Est. in $000s)
1. Personnel Security	$681	$1,205	$1,265
2. Physical Security	6	2.3	2.5
3. Information Security (Sum of a, b, c & d below)	0	97	102
a. Classification Management			
b. Declassification			
c. Information Systems Security			
d. Miscellaneous (OPSEC & TSCM)			
4. Professional Education, Training and Awareness	5	25	26
5. Security Management, Oversight and Planning	1	303	564
6. Unique Items	0	0	1.1
Totals: Fiscal Year Estimates	$693,000	$3, 930,000	$5,557,000
Totals: Full-Time Equivalents (FTEs)			

NARRATIVE: OPM's cost estimates have increased for FY 2005. Additional personnel, functions and equipment has been added under the Center for Security and Emergency Actions.

United States
Office of
Personnel Management

Washington, DC 20415-0001

In Reply Refer To: •   Your Reference:

4 April 2005

Mr. J. William Leonard
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Leonard:

I have enclosed the Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities".

As requested, the report contains our estimated costs for FY 2004 through FY 2006. If you have any questions, please contact Ms. Urline M. Richardson, my Information Security Specialist at (202) 606-9498 or email: urline.richardson@opm.gov.

Sincerely,

Thomas L. Forman
Deputy Associate Director
Center for Security and Emergency Actions

Enclosure

FY 2006 Security Costs Estimates

Name of Department/Agency: U.S. Office of Personnel Management

Reporting Categories	FY 2004	FY 2005	FY 2006
1. Personnel Security	1,205,000	1,265,000	1,391,500
2. Physical Security	2,300,000	2,500,000	2,625,000
3. Information Security			
a. Classification Management			4,500
b. Declassification			4,500
c. Information Systems Security for Classified Information		125,000	5,000
d. Miscellaneous (OPSEC & TSCM)			
e. Information Security Subtotal (sum of 3a, 3b, 3c, and 3d)	97,000	125,000	14,000
4. Professional Education, Training and Awareness	25,000	10,386	100,000
5. Security Management, Oversight and Planning	303,000	80,000	20,000
6. Unique Items		0	0
Totals: Fiscal Year Estimates	3,930,000	3,980,386	4,150,500

NARRATIVE:

A detailed review has been completed in order to provide cost estimates as accurately as possible. Details provided below:

(1) Personnel Security — OPM's cost estimates have increased for FY 2005 and 2006; due to the transfer of Defense Security Service personnel to the Center for Security and Emergency Actions. Costs include salary and benefits, equipment, and training.

(2) Professional Education, Training and Awareness — The increase in this area includes a proposed online web base Professional Education and Awareness program to be implemented in FY 2006.

MAR 2 4 2006

Mr. J. William Leonard
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Leonard:

I have enclosed the Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities".

As requested, the report contains our estimated costs for FY 2005 through FY 2007. If you have any questions, please contact Ernest T. Davis (202) 606-3122 or email at ernest.davis@opm.gov.

Sincerely,

Thomas L. Forman, CPP
Deputy Associate Director
Center for Security and Emergency Actions

Enclosure

MAR 3 0 2006

FY 2006 Security Costs Estimates

Name of Department/Agency: U.S. Office of Personnel Management

Reporting Categories	FY 2005	FY 2006	FY 2007
1. Personnel Security	$ 1,265,000.00	$ 1,391,500.00	$ 1,454,750.00
2. Physical Security	$ 2,500,000.00	$ 2,625,000.00	$ 2,715,000.00
3. Information Security			
a. Classification Management		$ 4,500.00	$ 5,020.00
b. Declassification			
c. Information Systems Security for Classified Information	$ 125,000.00	$ 5000.00	$ 875,000.00
d. Miscellaneous (OPSEC & TSCM)			
e. Information Security Subtotal (sum of 3a, 3b, 3c, and 3d)	$ 125,000.00	$ 14,000.00	$ 128,030.00
4. Professional Education, Training and Awareness	$ 10,386.00	$ 100,000.00	$ 149,000.00
5. Security Management, Oversight and Planning	$ 80,000.00	$ 20,000.00	$ 83,000.00
6. Unique Items	0	0	0
Totals: Fiscal Year Estimates	$ 3,980,386.00	$ 4,150,500.00	$4,534,800.00

NARRATIVE:

(1) A more detail review was completed in order to provide a more accurate cost estimate. Adjustments have been made to reflect actual cost.

(2) Personnel Security—OPM's cost estimates have increased for FY 2006 and 2007; due to the transfer of Defense Security Service personnel, functions and equipment to the Center for Security and Emergency Actions.

(3) Professional Education, Training and Awareness—Increase in this area is due to a developing project to put in place an online web base Professional Education and Awareness program.

March 29, 2007

Mr. J. William Leonard
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Leonard:

I have enclosed the Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities".

As requested, the report contains the actual costs for FY 2006. If you need additional information, please contact Christine V. Hamilton of my staff at (202) 606-1165.

Sincerely,

Thomas L. Forman, CPP
Deputy Associate Director
Center for Security and Emergency Actions

Enclosure

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BY: ....

Security Costs Estimates Display

Name of Department/Agency: Office of Personnel Management (OPM)

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2006
1. Personnel Security	2,326,509
2. Physical Security	2,625,000
3. Information Security	////////////////////////
(a.) Classification Management	
(b.) Declassification	
(c.) Information Systems Security for Classified Information	282,004
(d.) Miscellaneous (OPSEC & TSCM)	
(e.) Information Security Sub-Total (Sum of 3.a., 3.b., 3.c., & 3.d.)	282,004
4. Professional Education, Training and Awareness	16,843
5. Security Management, Oversight and Planning	188,564
6. Unique Items	
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(e.), 4, 5, & 6.)	$5,438,920

NARRATIVE:

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Management Services
Division

March 28, 2008

Mr. William J. Bosanko
Acting Director, Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Mr. Bosanko,

Enclosed is the Office of Personnel Management's (OPM) "Report on Cost Estimates for
Security Classification Activities." The report contains the estimated costs associated
with personnel, physical and information security; to include Security Management,
Oversight and Planning for FY07. If you have any questions, please feel free to contact
Ms. Christine V. Hamilton at Christine.Hamilton@opm.gov or call at (202) 606-1165.

Sincerely,

Richard S. Eligan, Jr.
Chief, Security Services Group
Center for Security and Emergency Actions

Enclosure

Security Costs Estimates Display

Name of Department/Agency: Office of Personnel Management (OPM)

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2007
1. Personnel Security	5,030,230
2. Physical Security	732,820
3. Information Security	////////////////
(a.) Classification Management	
(b.) Declassification	
(c.) Information Systems Security for Classified Information	3,200
(d.) Miscellaneous (OPSEC & TSCM)	
(e.) Information Security Sub-Total (Sum of 3.a., 3.b., 3.c., & 3.d.)	$3,200
4. Professional Education, Training and Awareness	
5. Security Management, Oversight and Planning	121,210
6. Unique Items	
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(e.), 4, 5, & 6.)	$5,811,560

NARRATIVE:

5,887,460

Security Costs Estimates Display

Name of Department/Agency: Office of Personnel Management

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2008
1. Personnel Security	1,732,351 ✓
2. Physical Security	3,933,636 ✓
3. Information Security	////////////
(a.) Classification Management	
(b.) Declassification	
(c.) Information Systems Security for Classified Information	92,740 ✓
(d.) Miscellaneous (OPSEC & TSCM)	
4. Professional Education, Training and Awareness	2,622 ✓
5. Security Management, Oversight and Planning	
6. Unique Items	
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(a,b,c,d), 4, 5, & 6.)	$5,768,649

This should be $5,761,349 ✓

NARRATIVE:

1. Personnel Security Investigations
2. Physical Security Protective Forces; Intrusion Detection and Assessment Barrier/Controls; Access Control
3. The completion of OPM's Classified Information Security Briefing COMSEC Equipment
4. Security Training and Awareness

This is the correct total.

Emailed Julie on 2/17/09 to check with OPM to make sure this is just an addition error.
Meredith

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Facility, Security and
Contracting

February 16, 2010

William J. Bosanko, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
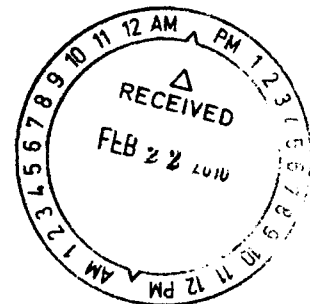Washington, DC 20408

Dear Mr. Bosanko,

I have enclosed the U.S. Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities" as required. If you have any questions or concerns, please have a member of your staff contact Christine V. Hamilton at (202) 606-1165.

Sincerely,

Richard S. Eligan
Director
Security Services

Enclosure

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Security Costs Estimates Display

Name of Department/Agency: Office of Personnel Management

Point of Contact (Name/phone number): Christine V. Hamilton/(202)606-1165

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2009
1. Personnel Security	1,273,879
2. Physical Security	3,800,091
3. Information Security	//////////////////
(a) Classification Management	
(b) Declassification	
(c) Information Systems Security for Classified Information	281,350
(d) Miscellaneous (OPSEC & TSCM)	
4. Professional Education, Training, and Awareness	2,040
5. Security Management, Oversight, and Planning	
6. Unique Items	75,353
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(a), 3(b), 3(c), 3(d), 4, 5, & 6)	$5,432,713

NARRATIVE:

1. Personnel Security Investigations
2. Physical Security: Protective Forces; Intrusion Detection and Assessment; Barrier/Controls; Access Control
3. (c) Upgrade of Classified Information Secuirty Briefing and COMSEC Equipment
4. Security Training and Awareness
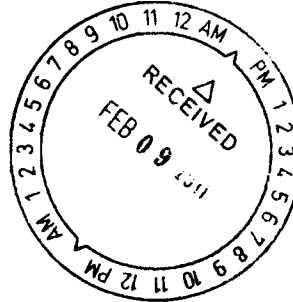6. Continuity of Government

February 4, 2011

William J. Bosanko, Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Bosanko,

I have enclosed the U.S. Office of Personnel Management's (OPM) "Report on Cost

Estimates for Security Classification Activities" as required. If you have any questions

or concerns please have a member of your staff contact Christine V. Hamilton at

(202) 606-1165.

Sincerely,

Richard S. Eligan
Director,
Security Services

Enclosure

Security Costs Estimates

Department/Agency: U.S. Office of Personnel Management   **Fiscal Year:** 2010

**Point of Contact:
(Name and phone number)**

Christine V. Hamilton
202/606-1165

Reporting Categories

(Please use actual dollar figures instead of thousands)

1. Personnel Security

$2,285,145.00

(include clearance program, initial investigations, national agency checks when used for basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification related activities)

2. Physical Security

$2,866,646.00

(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification related activities)

3. Information Security

(only report costs associated with classification related activities)

(a) Classification Management

(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

(b) Declassification

(include resources used to identify and process information subject to the automatic, systematic, or mandatory review programs authorized by Executive order or statute)

(c) Information Systems Security for Classified Information

$175,515.61

(include resources used to protect information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

(d) Miscellaneous (OPSEC and TSCM)

$5,229.00

(include personnel and operating expenses associated with these programs)

4. Professional Education, Training, and Awareness

$900.00

(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification related activities)

5. Security Management, Oversight, and Planning

$3,350.00

(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

6. Unique Items

$153,329.55

(include department/agency-specific activities not reported in any of the categories listed above but are nonetheless significant and need to be included)

Total (sum of 1, 2, 3(a), 3(b), 3(c), 3(d), 4, 5, and 6)

$5,490,115.16

Narrative: *provide a brief explanation of any significance difference between last year's and this year's cost estimates. Explain items entered into Block 6. Unique Items.*

The following Unique Items in Block 6 is the cost for OPM's Continuity of Government leased space and Emergency Actions other supplies. Equipment and maintenance agreements for the Office of Freedom of Information and Privacy Act (FOI/PA) classified/clearance activities.

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: U. S. Office of Personnel Management	**Fiscal Year:** 11

Point of Contact:
(Name and phone number) Richard S. Eligan, Jr., 202/606-1496

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$4,343,828.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$29,190.00

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$91,415.00

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$205,898.96

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$7,197.00

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$10,112.00

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$11,579.00

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

TOTAL
(sum of items 1-9)

$4,699,219.96

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

January 10, 2013

Mr. John P. Fitzpatrick
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Fitzpatrick,

I have enclosed the U.S. Office of Personnel Management's "Cost Estimates for Security

Classification Activities for FY 2012" as required. If you have any questions or

concerns, please have a member of your staff contact Kevin McCombs at (202) 418-0201

or Christine V. Wright at (202) 606-1165.

Sincerely

Richard S. Eligan, Jr.
Director
Security Services

Enclosure
as

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: U.S. Office of Personnel Management	**Fiscal Year:** 2012

Point of Contact:
(Name and phone number) Richard S. Eligan, Jr., 202-606-1496

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$2,126,238.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$46,962.73

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$528,101.00

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$295,330.06

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$15,809.00

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$14,443.00

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$19,067.00

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

$37,789.00

TOTAL
(sum of items 1-9)

$3,083,739.79

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

Unique items includes: lease and maintenance agreements for classified copier, multi-media shredder, Intimus paper shredder, microfiche readers, microfilm developing supplies/chemicals.

Instructions for Completing Form

I. General: The data reported will be Government cost estimates only. The estimates of resource costs should be reported, in the aggregate, for the following categories: (1) Personnel Security; (2) Physical Security; (3) Classification Management; (4) Declassification; (5) Protection and Maintenance for Classified information Systems; (6) Operations Security and Technical Surveillance Countermeasures; (7) Professional Education, Training, and Awareness; (8) Security Management, Oversight, and Planning; and (9) Unique Items. In reporting cost estimates associated with the security and management of classified information, please exclude all costs related to broad areas of assets protection (i.e., protection of property and personnel not specifically related to classified information). Counterintelligence* resources should also not be included in this data collection. If 51% or more of a resource is devoted to a classification-related activity, it should be included in this estimate. For those resources used for classification-related activities on a part-time basis, the total time devoted to these activities over a year must be at least 51% in order to be included in this estimate. Even though we no longer ask for the number of FTEs, the cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category.

II. Definitions of data to be reported: The primary categories are defined below along with related functional areas to be considered for inclusion. **Report only those cost estimates associated with classification-related activities** (programs that affect the security of classified information).

1. **Personnel Security:** A series of interlocking and mutually supporting program elements that initially establish a Government or contractor employee's eligibility, and ensure suitability for the continued access to classified information.

> **Clearance Program:** Personnel and activities to determine eligibility and suitability for initial or continuing access to classified information or activities.
>
> **Initial Investigations:** Completing and reviewing Personnel Security Questionnaire, initial screening, filing data in Central Personnel Database, forwarding to appropriate investigative authority, and the investigation itself.
>
> **National Agency Check:** Include only when used for basis for granting a clearance.
>
> **Adjudication:** Screening and analysis of personnel security cases for determining eligibility for classified access authorizations and appeals process.
>
> **Reinvestigations:** Periodic recurring investigations of Government and contractor personnel.
>
> **Polygraph:** Substantive examinations in security screening process.

2. **Physical Security:** That portion of security concerned with physical measures designed to safeguard and protect classified facilities and information, domestic or foreign.

> **Physical Security Equipment:** Any item, device, or system that is used primarily for the protection of classified information and installations.
>
> **Protective Forces:** All personnel and operating costs associated with protective forces used to safeguard classified information or installations, to include but not limited to salaries, overtime, benefits, materials and supplies, equipment and facilities, vehicles, aircraft, training, communications equipment, and management.
>
> **Intrusion Detection and Assessment:** Alarms, sensors, protective lighting, and their control systems; and the assessment of the reliability, accuracy, timeliness, and effectiveness of those systems used to safeguard classified information or installations.
>
> **Barrier/Controls:** Walls, fences, barricades, or other fabricated or natural impediments to restrict, limit, delay, or deny entry into a classified installation.

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* Counterintelligence means information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons or international terrorist activities, but not including personnel, physical, document, or communications security programs. (48 CFR 970.0404-1)

Vital Components and Tamper-Safe Monitoring: Personnel and operating activities associated with the monitoring of tamper indicating devices for containers, doors, fences, etc., which reveal violations of containment integrity and posting and monitoring of anti-tamper warnings or signs.

Access Control/Badging: Personnel and hardware such as badging systems, card readers, turnstiles, metal detectors, cipher locks, CCTV, and other access control mechanisms to ensure that only authorized persons are allowed to enter or leave a classified facility.

Visitor Control: Personnel and activities associated with processing visitors for access to facilities holding classified information.

3. **Classification Management:** The system of administrative policies and procedures for identifying, controlling, and protecting from unauthorized disclosure, classified information, the protection of which is authorized by Executive Order or Statute. Classification management encompasses those resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information.

4. **Declassification:** The authorized change in the status of information from classified information to unclassified information. It encompasses those resources used to identify and process information subject to the automatic, systematic, or mandatory review programs authorized by Executive Order or Statute.

5. **Protection and Maintenance for Classified Information Systems:** A classified information system is a set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of classified information. Security of these systems involves the protection of information systems against unauthorized access to or modification of information, whether in storage, processing, or transit, and against the denial of service to authorized users, including those measures necessary to detect, document and counter such threats. This includes **TEMPEST** (short name referring to investigation, study, and control of compromising emanations from information systems equipment) and **Communications Security (COMSEC)** (measures and controls taken to deny unauthorized individuals information derived from telecommunications and to ensure the authenticity of such telecommunications. Communications security includes cryptosecurity, transmission security, emission security, and physical security of COMSEC material).

6. **Operations Security (OPSEC) and Technical Surveillance Countermeasures (TSCM):**

Operations Security (OPSEC): Systematic and proven process by which potential adversaries can be denied information about capabilities and intentions by identifying, controlling, and protecting generally unclassified evidence of the planning and execution of sensitive activities. The process involves five steps: identification of critical information, analysis of threats, analysis of vulnerabilities, assessment of risks, and application of appropriate countermeasures.

Technical Surveillance Countermeasures (TSCM): Personnel and operating expenses associated with the development, training, and application of technical security countermeasures such as non-destructive and destructive searches, electromagnetic energy searches, and telephone system searches.

7. **Professional Education, Training, and Awareness:** The establishment, maintenance, direction, support, and assessment of an information security training and awareness program; the certification and approval of the training program; the development, management, and maintenance of training records; the training of personnel to perform tasks associated with their duties; and qualification and/or certification of personnel before assignment of security responsibilities related to classified information.

8. **Security Management, Oversight, and Planning:** Development and implementation of plans, procedures, and actions to accomplish policy requirements, develop budget and resource requirements, oversee organizational activities, and respond to management requests related to classified information.

Research, Test, and Evaluation: The development, management, and oversight of an acceptance and validation testing and evaluation program, corrective action reports and related documentation that addresses safeguards and security elements. The examination and testing of physical security systems (construction, facilities, and equipment) to ensure their effectiveness and operability and compliance with applicable directives.

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Surveys, Reviews, Accreditation, and Assessments: Personnel and activities associated with surveys reviews, accreditations, and assessments to determine the status of the security program and to evaluate its effectiveness; development and management of a facility survey and approval program; facility pre-survey: and information technology system accreditation.

Special Access Programs (SAP): Programs established for a specific class of classified information that impose safeguarding and access requirements that exceed those normally required for information at the same classification level. Unless specifically authorized by the President, only the Secretaries of State, Defense, Energy, and the Director of National Intelligence may create an SAP. Sensitive Compartmented Information (SCI) programs are not included as SAPs for the purpose of these estimates; rather SCI security costs are integrated and estimated throughout all categories as appropriate. Do not include costs here that have been reported under the other primary categories.

Security and Investigative Matters: The investigation of security incidents, infractions, and violations.

Industrial Security (Non-Contractor Costs): Those measures and resources directly identifiable as Government activities performed for the protection of classified information to which contractors, subcontractors, vendors, or suppliers have access or possession. Examples of such activities are industrial security reviews, surveys, and the granting of facility clearances, and National Industrial Security Program management and administration.

Foreign Ownership, Control, or Influence (FOCI): The development and management of a foreign ownership, control, or influence program; evaluation of FOCI submissions; the administration and monitoring of FOCI information and development of FOCI notifications.

9. **Unique Items:** Those department/agency-specific activities that are not reported in any of the primary categories but are nonetheless significant, and need to be included, should be noted in this category. Any unique item must include a narrative on why it should be included and how the figures were developed.

III. How to complete the security costs estimates form. The form (page 1) should include estimates of resource costs in the aggregate for each of the nine categories. The cost estimates reported should **not** include costs associated with the broader area of assets protection.

1. **Name of Department/Agency:** Self-explanatory.

2. **Reporting Categories:** List cost estimates in dollar amounts. The cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category. If there are no cost estimates to be reported for a particular category, indicate with a "0" in the appropriate block.

3. **Totals:** The totals for blocks 1-9 will automatically be placed in the appropriate block.

4. **Narrative:** In the narrative portion of the form, or in a separate attachment, provide a brief explanation of how cost estimates were determined. If there is a significant difference between the total figures for each fiscal year, explain the differences. Any figure reported within the Unique Items category should be clearly explained in the narrative portion.

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AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: U. S. Office of Personnel Management	**Fiscal Year:** 2013

Point of Contact:
(Name and phone number) Mr. Kevin McCombs, 202-418-0201

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$3,329,590.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$371,332.16

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$614,709.00

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

$0.00

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$199,067.00

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$0.00

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$4,941.00

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$113,749.00

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

$26,178.00

TOTAL
(sum of items 1-9)

$4,659,566.16

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

See attached document.

---

28 Feb 14

QC

Joseph Taylor

ok !

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The 2013 cost estimates for OPM's Security Classification efforts have risen substantially in several areas over the 2012 figures. These increases are broadly due to programmatic and capital stock improvements within OPM's Federal Investigative Services (FIS). Specifically:

1.   Billet reclassifications led FIS to increase the number of relevant clearance holders by 125. In addition, OPM personnel required an unusually large number of periodic reinvestigations.

2.   Newly contracted guard personnel were added to OPM's security in depth operations.

3.   Recent business process improvements earned approximately $120,000 in savings.

5.   After large capital expenditures in 2012, only ongoing maintenance costs were required in 2013.

8.   FIS completed the construction and certification of one SCIF and completed the construction of a second SCIF.

9.   This category includes: leased classified copiers; microfilm developing (darkroom) supplies; and, furniture for the newly constructed SCIFs.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

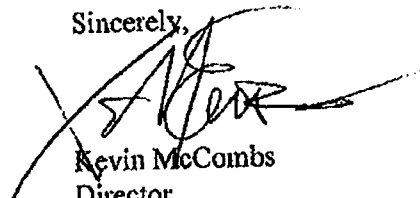Facilities, Security, and
Contracting

February 26, 2015

Director John P. Fitzpatrick
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, N.W.
Washington, DC 20408

Dear Mr. Fitzpatrick,

I have enclosed the U.S. Office of Personnel Management's "Report on Cost Estimates for

Security Classification Activities" as required. If you have any questions or concerns, please

have a member of your staff contact Mark Anderson, Chief, Security Assessments at

(202) 418-3214 or Christine V. Wright, Information Security Officer at (202) 606-1165, or

Christine.Wright@opm.gov.

Sincerely,

Kevin McCombs
Director
Security Services

Enclosure

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: U.S. Office of Personnel Management (OPM)	**Fiscal Year:** 2014

Point of Contact:
(Name and phone number) Mr. Kevin McCombs, (202) 418-0201

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$8,195,040.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$522,640.00

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$1,138,467.00

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

$0.00

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$555,109.32

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$0.00

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$8,605.76

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$209,421.00

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

$9,320.00

TOTAL
(sum of items 1-9)

$10,638,603.08

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

Block 9, Unique Items includes: leased classified copiers; microfilm developing (darkroom) supplies; and, furniture for the newly constructed SCIFs.
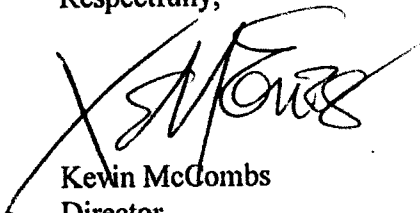
February 12, 2016

John P. Fitzpatrick
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, N.W.
Washington, DC 20408

Dear Mr. Fitzpatrick,

Enclosed is the U.S. Office of Personnel Management's "Report on Cost Estimates for

Security Classification Activities" as required. If you have any questions or concerns, please

have a member of your staff contact Christine V. Wright, Information Security Officer at (202)
606-1165, or Christine.Wright@opm.gov.

Respectfully,

Kevin McCombs
Director
Security Services

Enclosure

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: Security Assessment/CNSI Programs	**Fiscal Year:** 2015

Point of Contact:
(Name and phone number) Mr. Kevin McCombs, 202-418-0201

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$4,406,717.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$659,851.00

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$1,237,475.13

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

$0.00

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$613,121.43

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$132,707.21

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$8,909.76

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$8,100.00

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

$12,000.00

TOTAL
(sum of items 1-9)

$7,078,881.53

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

Reporting Category #9, Unique Items includes: leased classified copiers; microfilm developing (darkroom) supplies and equipment.

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UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

February 9, 2017

Mark A. Bradley
Director
Information Security Oversight Office
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408

Dear Mr. Bradley,

Enclosed is the U.S. Office of Personnel Management's (OPM) "Report on Cost Estimates for Security Classification Activities" as required. If you have any questions or concerns, please have a member of your staff contact Christine Wright, Information Security Officer, at (202) 606-1165, or Christine.wright@opm.gov

Respectfully,

Kevin
McCombs

Kevin McCombs
Director
Security Services

Enclosure

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: U.S. Office of Personnel Management	**Fiscal Year:** 2016

Point of Contact:
(Name and phone number) Mr. Kevin McCombs (202) 418-0201

Reporting Categories

Please use actual dollar figures.

1. Personnel Security
(include clearance program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related activities)

$1,692,967.00

2. Physical Security
(include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)

$615,012.00

3. Classification Management
(include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)

$1,075,201.39

4. Declassification
(include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)

$0.00

5. Protection and Maintenance for Classified Information Systems
(include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)

$536,672.00

6. Operations Security and Technical Surveillance Countermeasures
(include personnel and operating expenses associated with OPSEC and TSCM)

$25,553.58

7. Professional Education, Training, and Awareness
(include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)

$14,497.82

8. Security Management, Oversight, and Planning
(include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))

$259,428.25

9. Unique Items
(include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)

$11,485.00

TOTAL
(sum of items 1-9)

$4,230,817.04

Narrative: *Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.*

Item # 9 - Includes leased classified copiers; microfilm developing (darkroom), supplies and equipment.